



INRCIA Grant Application FAQ
November 20, 2009

Please note that all of the questions, below, were posed via e-mail after 4:30 p.m. on Friday, November 13, 2009 and before 4:30 p.m. on Friday, November 20, 2009. All questions received after 4:30 p.m. on November 20, 2009 will not be answered.

Some questions have been changed slightly so as not to identify any particular entity. Please read all of the questions and responses carefully as many people asked the same or similar questions. As such, your question may not be worded in the exact manner in which it was submitted; however all questions have been answered.

*Reminder: Applications must be **received** by the Indiana Department of Education, via e-mail, by 4:30 p.m. EST on November 30, 2009. Faxed applications will not be accepted. Applications should be e-mail to: Kim Clement at kclement@doe.in.gov.*

Q: Where can I find assurances?

A: The Indiana Department of Education's Legal Counsel recently informed IDOE staff that INRCIA grant applicants will not have to sign an assurance statement prior to submitting a completed grant application. Applicants need not complete assurances in order to apply for an INRCIA Grant. Because the final grant recipients will enter into a contractual agreement with the IDOE, a contractual agreement will be signed by grant recipients in lieu of assurances. Contracts will be negotiated with final grant recipients after final recipients are selected and notified.

Q: Should the application narrative and any supporting documentation/appendices be in one Word or PDF document? Or, should IDOE prefer separate electronic files, one for that narrative and a separate one for supporting documentation/appendices?

A: There is no rule that indicates that the application narrative and supporting documentation/appendices should be in one or separate electronic files. However, for the ease of external evaluators, it is *suggested* to send the application narrative and supporting documentation/appendices in as few electronic files as possible.

Q: I am unclear on the following questions and answer from the previous FAQ:

"Q: Am I correct in stating that Part II (Grant Application Narrative) must be divided into the same sections as outlined by the IDOE, but does not have to include the IDOE language for each subsection (e.g., I(a) Describe the professional development materials and activities that your resource center will provide...)?

A: This is correct. The Grant Application Narrative must be divided into the same sections as outlined by the IDOE; however, it is not necessary to repeat any of the IDOE language in each subsection. The expectation is simply that the narrative grant application is written in a way so that an evaluator can easily understand and identify which portion of the Grant Application Narrative that the applicant is addressing."

Does this response mean that the application only need to be organized by sections (I, II, III, etc.), but not by the proposed subsections (a, b, c, etc.)?

A: The grant application narrative should be organized by both sections (I, II, III, etc.) and the proposed subsections (a, b, c, etc.). Applicants need not repeat specific language from sections and subsections within their response. For example, I(a) states:

"Describe the professional Development materials and activities that your resource center will provide for LEAs and schools. Be sure to include your rationale for utilizing these professional development materials and activities as well as the research that supports their use."

In responding to I(a), it is not necessary for the applicant to provide the language above before providing a response, as this would dramatically hinder an applicant's opportunity to maximize the 25 page limit of the grant application narrative. Although an applicant need not repeat any language provided by the IDOE, the grant application must be written in such a way that an evaluator can easily understand which section and subsection of the application to which an applicant is responding.